

# **RESEARCH CENTER GRANT PROGRAM** **REQUEST FOR PROPOSALS**

## **Eligible Institutions:**

Boise State University   † Idaho State University   † Lewis Clark State College   † University of Idaho

## **Intent and Purposes of Research Centers :**

The Idaho State Board of Education provides funds to establish focused research centers that enable researchers to make important advances that cannot be made readily by other approaches. The intent of such centers is to have three or more faculty members with the accompanying necessary equipment and support personnel to establish a focused research effort that will lead to the investigators and the center becoming nationally recognized for their work or for their excellence, and nationally competitive for extramural research funding. All disciplines are eligible to apply for funding for the establishment of such centers, but will not be considered if they do not have high potential for obtaining significant funding from extramural sources. Center funds are intended to build existing programs to bring them into national prominence and self-sufficiency, and not to fund completely new endeavors. Therefore, it is unlikely that research center support may be obtained if a proposal is not based on significant existing research activity and strength at one or more institutions in the state. **Additionally, any research center that receives one million dollars or greater per three investigators for each of the past three years is ineligible for the RCGP competition.** Centers may be established at any one of the four-year institutions or may be a collaborative effort between two or more institutions within the state, which is encouraged.

## **Features of SBOE Research Centers :**

SBOE research centers should have a unifying research focus involving any field or research supported by the SBOE. The research centers may vary in size and exhibit diverse forms of organization, participation and operation. No single type of center fits the needs of every field. Rather, the size, structure, and operation of the research center is determined by the proposed research.

While centers are unique in some respects, each center must:

1. Be based in an institution;
2. Be directed by a tenure-tracked faculty member and integrated into academic programs ;
3. Have tangible resource commitments that reflect the priorities of the home institution(s) and other institutional collaborators;
4. Provide a variety of education and research opportunities for students and faculty (e.g., undergraduate and graduate students, postdoctoral researchers, industrial fellows, and faculty members from other college and universities.);
5. Not be substantially supported by the Matching Grant Award Category funded by the SBOE. Any individual supported by SBOE funds is eligible to participate in research center proposals;
6. Provide significant evidence that the center will contribute to the economy of the state.

**Number of Proposals to be Funded:**

Only one new center shall be funded in this year's competition.

**Internal Review:**

An internal review process must be used to identify the best proposals and those that best fit the priorities of the institution. Since the SBOE intends to fund only one new center, it is the responsibility of the institution to identify those areas of research that it wishes to improve in a major way.

**Center Director:**

The center director and the institution are responsible for developing an administrative structure that will allow the director to provide strong leadership to promote research and teaching. The center director is responsible for the management, staffing, and resource allocation of the research center.

**Deadlines:**

Proposals must be submitted to the State Board of Education office in Boise no later than *MM/DD/YY* for consideration for funding in FYXXXX. Notices of Intent should be submitted to the State Board Office in advance (*MM/DD/YY*) of the proposal deadline.

**Notice of Intent:**

A notice of intent to submit a research center proposal must be submitted to the State Board Office by *MM/DD/YY*. The notice of intent should be submitted in hard copy and/or electronically computer disk. Proposals sent without having first submitted a notice of intent will not be accepted.

**SBOE Research Center Awards:**

Research center awards will be made with an initial commitment of up to three years. The size of SBOE's investment in each center will depend upon the needs, plans, and opportunities offered by the center as well as the availability of state funds. Proposed budgets may range from \$250,000 to \$350,000 per year. Planning grants are not a component of this solicitation.

The Higher Education Research Council (HERC) will have a primary role in oversight of the research centers. The progress and plans of each funded research center will be assessed annually. The Center Director shall prepare a summary progress report for HERC detailing center accomplishments and plans for the coming year. Toward the end of the third year of operation, each research center's progress and future plans will be evaluated comprehensively. The outcome performance review will determine if the research center is meeting the goals and objectives as originally planned.

**Proposal Content:**

The proposal should be prepared following the instructions under Proposal Format and should contain only material itemized in that section. Proposals that do not adhere to the specified page and word limitations will be ineligible for consideration.

The proposal should reflect the unique combination of the proposing institution's interests and capabilities. As detailed under Proposal Format, the proposal should clearly and concisely justify center support. Consequently, important components of the proposal are: **focus, research plans, and relevance; education and outreach; rationale; and management plan.** These sections should be presented in sufficient detail to be evaluated in accordance with the selection criteria below.

**Proposal Format :**

Each page of the proposal must be no more than 26 lines, using 12-point font. The original signed copy must be printed only on one side of each sheet. Additional copies may be printed on both sides. Proposals that do not adhere to the specified page limitations, including those in the required appendices, will be ineligible for consideration. Forms are included in the appendix of this RFP as indicated.

Each proposal must contain the following elements in the order indicated:

1. SBOE Cover Page: (Form A) Indicate the total amount requested for the three-year period rounded to the nearest hundred dollars.
2. Table of Contents: Key page numbers to the major sections of the proposal.
3. Executive Summary: Provide a clear description of the Center, its distinguishing features, unifying intellectual focus and proposed research, education and outreach, and rationale for the center. (up to six pages)
4. Description of the Focus, Research Plans, and Relevance: Develop a research focus that is sufficiently long term to justify a center form of organization and broad enough to permit change as the research proceeds. Describe the Center's goals and proposed research activities in sufficient detail to allow assessment of their merit for the discipline and the necessity for the center mode of operation. Indicate what impact the Center's research will have on the state's overall research reputation regionally and nationally. (up to 40 pages, excluding references)
5. Education and Outreach: Clearly outline plans for attracting and involving high-quality students (undergraduate, graduate, postdoctoral) in Center activities. If a significant research partnership with other state agencies, federal agencies, private institutions, or other entities is part of the focus of the Center, clearly identify these relationships and the specific contributions that will be made by these partners with respect to personnel and funds. Letters of commitment by the appropriate officials should be attached to the appendices of the proposal. (up to five pages)
6. Rationale for the Center: Justify the Center mode. Clearly indicate current activities, why a Center is necessary and what unique opportunities will be provided by the proposed center. If the proposed Center's research is closely related to ongoing research at an existing Center in Idaho (e.g., national laboratory), explain how the research activities of this Center complement those of the existing Center. (up to six pages)
7. Management Plan: Provide a clear description of the organizational structure of the Center. Clearly outline mechanisms for focusing Center activities, selecting and integrating research projects, allocating funds and equipment, and managing the involvement of other groups, and the measures the center will use to assess its performance. (up to four pages)
8. Budget: (Form B) Include a proposed three-year budget and separate annual budgets for each year. Identify items of equipment costing more than \$5,000.
9. Budget Narrative: A description of the role of personnel or the nature and purpose of other expenditures should be included for each item in the personnel categories; a description of need for and purpose of equipment for all expenditures over \$1,000; a description of purpose and destination of proposed travel expenditures; an explanation of role of additional participants and the nature of expenditures involved; and description of expenditures under Aother direct costs.@

10. Institutional and Other Sector Support: (Form C) In addition to the form, outline and describe the home institution's commitment: dollars, space, faculty and staff positions, capital equipment, and access to facilities and instrumentation. Describe projected other sector support, including space, funds, facilities, and people for the Center. (up to five pages)

#### **Appendices:**

1. Facilities and Equipment: Include a description of the available facilities, plans for purchase of and justification for major items of equipment, and plans for new or renovated space. (up to four pages)
2. Biographical Sketching and Individual Support: Provide a one- to two-page biographical sketch that includes the five most relevant publications and a complete listing of current support for PI's and co-PI's. A full CV of the Center Director is required. Provide a description of qualifications of and services expected from all visiting professors and postdoctoral associates. This appendix may be single-spaced.
3. Provide official letters that verify specific institutional and other sector resource commitments.

#### **Evaluation of Proposals:**

##### Review and Awards Selection Process

The review will consist of a two-stage process. The first stage will involve an external (out-of-state) mail review by experts in the discipline, and the second stage will involve an on-site visit by a panel of external peer reviewers to not more than three of the highest-ranked research center sites as a consequence of the first peer review process. HERC and the staff of the State Board of Education will be responsible for the entire review process. HERC will make the final recommendation for funding after receiving the reports from the reviewers. The reviewers will be asked to assess the proposals on the following criteria:

1. Intrinsic merit of the research: The overall quality of the proposed research and the likelihood that the research will lead to a significant contribution to the field, the institution, and the state.
2. Research performance competence: The capability of the investigator(s), the technical soundness of the proposed approach, and the adequacy of the institutional resources available or proposed, including existing or planned facilities.
3. Effect of the Center: The Center's impact on enhancing education of researchers, students and the benefits to the state.
4. Rationale for the Center: Assessment of whether the center mode and structure are essential, appropriate, and will enhance the conduct of the proposed research activities.
5. Potential for Researchers becoming Nationally Competitive: Assessment of the Center's impact for improving the capability of the researchers and the focussed research approach to attract extramural funding.
6. Institutional Support and Management Plan: The level and nature of the institutional (home and other sector) commitments to the Center and the likely effectiveness of the management plan. Additional issues include: reasonableness and appropriateness of the budget and plans for interactions of the staff of the Center with the rest of the sponsoring institution, and the mechanisms to be used to assess outcome based performance.

**Proposal Submission:**

1. All proposals and notices of intent must be submitted by the Director of the Grants and Contracts Office or the primary research officer of the institution.
2. **One copy** of the notice of intent along with a version on computer disk must be submitted by *MM/DD/YY*.
3. **(14) copies** of the proposal must be submitted, one of which must carry the signatures of the appropriate fiscal officer, primary academic officer and the president of the institution and be printed on one side only.
4. Proposals should be securely fastened together but not placed in ring binders.
5. Specific questions about proposals beyond the details of this document should be directed to the Chief Academic Officer of the State Board of Education.

## FIELD CODE NUMBER LIST

### BIOLOGICAL, BEHAVIORAL & SOCIAL SCIENCES

Animal Science.....	286
Behavioral & Neural Sciences	
Psychobiology .....	1
Social & Developmental Psychology .....	2
Anthropology .....	3
Linguistics .....	4
Sensory Physiology & Perception .....	5
Memory & Cognitive Processes .....	6
Developmental Neurosciences .....	7
Integrative Neural systems.....	8
Molecular & Cellular Neurobiology .....	9
Biotic Systems & Resources	
Ecology .....	10
Systematic Biology .....	11
Population Biology & Physiological Ecology .....	12
Ecosystems Studies.....	13
Biological Research Resources .....	14
Cellular Biosciences	
Cellular Biology .....	15
Cellular Physiology .....	16
Developmental Biology .....	17
Eukaryotic Genetics.....	18
Regulatory Biology .....	19
Entomological Science.....	287
Molecular Biosciences	
Prokaryotic Genetics.....	20
Metabolic Biology .....	21
Biochemistry .....	22
Biophysics .....	23
Biological Instrumentation .....	24
Plant Science .....	288
Veterinary Science.....	289
Social & Economic Science	
Economics.....	25
Geography & Regional Science.....	26
Sociology .....	27
Measurement Methods & Data Improvement.....	28
History & Philosophy of Science.....	29
Political Science .....	30
Law & Social Sciences.....	31
Decision, Risk & Management Sciences .....	32

### COMPUTER & INFORMATION SCIENCE & ENGINEERING

Advanced Scientific Computing	
Supercomputer Centers.....	33
New Technologies.....	34
Networking Activities.....	35
Networking & Communications Research .....	36
Computer & Computation Research	
Computer & Computation Theory .....	37
Software Systems.....	38
Software Engineering.....	39
Computer Systems Architecture.....	40
CISE Institutional Infrastructure.....	41
CISE Instrumentation.....	42
Numeric & Symbolic Computation .....	43

Information, Robotics & Intelligent Systems	
Knowledge & Database Systems.....	44
Robotics & Machine Intelligence .....	45
Interactive Systems .....	46
Information Impact .....	47
Microelectronic Information Processing Systems	
Design, Tools and Test .....	48
Microelectronic Systems Architecture .....	49
Circuits & Signal Processing .....	50
Experimental Systems.....	51
Systems Prototyping & Fabrication .....	52

### ENGINEERING

Civil Engineering.....	295
Cross-Disciplinary Research	
Engineering Research Centers.....	53
Industry/University Cooperative Research Centers.....	54
Engineering Science in Chemical, Biochemical & Thermal Engineering	
Kinetics & Catalysis.....	55
Biochemical & Biomass Engineering.....	56
Process & Reaction .....	57
Thermodynamics & Transport Phenomena.....	58
Multiphase & Interfacial Phenomena.....	59
Thermal Systems & Engineering.....	60
Separation & Purification Processes .....	61
Engineering Science in Electrical, Communications & Systems Engineering	
Systems Theory & Operations Research .....	62
Quantum Electronics, Waves & Beams.....	63
Solid-State & Microstructures.....	64
Instrumentation, Sensing & Measurement .....	65
Engineering Science in Mechanics, Structures & Materials Engineering	
Solid & Geomechanics .....	66
Structures & Building Systems.....	67
Fluid Dynamics & Hydraulics .....	68
Tribology .....	69
Dynamic Systems & Control.....	70
Materials Engineering & Processing.....	71
Fundamental Research in Emerging & Critical Engineering Systems	
Biotechnology .....	72
Bioengineering & Research to Aid the Handicapped.....	73
Lightwave Technology .....	74
Earthquake Hazards Mitigation.....	75
Environmental Engineering.....	76
Systems Engineering for Large Structures.....	77
Natural & Man-Made Hazard Mitigation .....	78
Power Conversion Systems.....	294
Science Base Development in Design, Manufacturing & Computer Engineering	
Design Theory & Methodology .....	79
Computer Integrated Engineering.....	80
Manufacturing Systems.....	81
Automation & Systems Integration .....	82
Engineering Infrastructure Development.....	83

## **GEOSCIENCES**

Atmospheric Sciences	
Aeronomy .....	84
Meteorology .....	85
Solar Terrestrial .....	86
Atmospheric Chemistry .....	87
Experimental Meteorology .....	88
Climate Dynamics .....	89
Global Atmospheric Research .....	90
Centers & Facilities .....	91
Earth Sciences	
Instrumentation & Facilities .....	92
Stratigraphy & Paleontology .....	93
Surficial Processes .....	94
Crustal Structure & Tectonics .....	95
Seismology .....	96
Experimental & Theoretical Geophysics .....	97
Petrogenesis & Mineral Resources .....	98
Volcanology & Mantle Geochemistry .....	99
Experimental & Theoretical Geochemistry .....	100
Continental Lithosphere .....	101
Extractive Metallurgy .....	281
Mineral Processing .....	282
Mining Engineering .....	283
Geological Engineering .....	284
Soil Science .....	290
Water Science .....	291
Ocean Sciences	
Oceanographic Technology .....	102
Operations .....	103
Oceanographic Facilities .....	104
Ocean Drilling .....	105
Biological Oceanography .....	106
Chemical Oceanography .....	107
Physical Oceanography .....	108
Marine Geology & Geophysics .....	109
Polar Programs	
Glaciology .....	110
Atmospheric .....	111
Biology & Medicine .....	112
Earth .....	113
Meteorology .....	114
Ocean .....	115

## **MATHEMATICAL & PHYSICAL SCIENCES**

Astronomical Sciences	
Extragalactic Astronomy .....	116
Solar System .....	117
Stars & Stellar Evolution .....	118
Galactic Astronomy .....	119
Astronomical Instrumentation & Development .....	120
Chemistry	
Organic Dynamics .....	121
Organic Synthesis .....	122
Theoretical & Computational .....	123
Experimental Physical .....	124
Inorganic, Bioinorganic & Organometallic .....	125
Analytical & Surface .....	126
Chemical Instrumentation .....	127
Materials Research	
Material Research Laboratories .....	128
National Facilities .....	129
Instrumentation .....	130
Materials Research Groups .....	131
Solid State Physics .....	132
Solid State Chemistry .....	133
Low Temperature Physics .....	134

Condensed Matter Theory .....	135
Metallurgy .....	136
Ceramics & Electronic Materials .....	137
Polymers .....	138

Mathematical Sciences	
Applied .....	139
Classical Analysis .....	140
Modern Analysis .....	141
Algebra & Number Theory .....	142
Topology & Foundations .....	143
Special Projects .....	144
Statistics & Probability .....	145
Geometric Analysis .....	146

Physics	
Atomic, Molecular, Plasma .....	147
Elementary Particles .....	148
Theoretical .....	149
Nuclear .....	150
Gravitational .....	151

## **SCIENCE AND ENGINEERING EDUCATION**

College Science Instrumentation .....	152
Materials Development, Research & Informal Science Education	
Applications of Advanced Technologies .....	153
Instructional Materials Development .....	154
Research in Teaching & Learning .....	155
Informal Science Education .....	156
Research Career Development	
Graduate & Minority Graduate Fellowship .....	157
NATO Post Doctoral Fellowships in Science & Advanced	
Institute Travel Awards .....	158
Presidential Young Investigator Awards .....	159
Studies & Program Assessment .....	160
Teacher Preparation & Enhancement	
Science & Mathematics Education Networks .....	161
Teacher Enhancement .....	162
Presidential Awards for Excellence in Science .....	163
Teacher Preparation .....	164

## **THE ARTS**

Literary Publishing	
Literary Magazines .....	165
Small Presses .....	166
Distribution Projects .....	167
Audience Development	
Residencies for Writers .....	168
Literary Centers .....	169
Audience Development Projects .....	170
Professional Development .....	171
Other .....	172

## **THE HUMANITIES**

Anthropology .....	173
Archaeology .....	174
Archival Management Conservation .....	175
Arts, History and Criticism	
Architecture: History & Criticism .....	176

Art: History & Criticism .....	177	Slavic.....	230
Dance: History & Criticism .....	178	Spanish .....	231
Film: History & Criticism .....	179	Law Jurisprudence .....	232
Music: History & Criticism .....	180	Library Science.....	233
Theater: History & Criticism .....	181	Linguistics.....	234
Communications		Literature	
Composition & Rhetoric .....	182	African .....	235
Journalism .....	183	American .....	236
Media.....	184	Ancient .....	237
Education .....	185	Asian .....	238
Education Technology .....	293	British .....	239
Ethnic Studies		Classical.....	240
Asian American .....	186	Comparative .....	241
Black/Afro-American .....	187	French .....	242
Hispanic American .....	188	German .....	243
Jewish .....	189	Latin American .....	244
Native American .....	190	Literary Criticism.....	245
History		Near Eastern .....	246
African.....	191	Slavic.....	247
American.....	192	Spanish .....	248
Ancient .....	193	Museum Studies/Historic Preservation .....	249
British .....	194	Philosophy	
Classical.....	195	Aesthetics.....	250
European .....	196	Epistemology .....	251
Far Eastern .....	197	Ethics .....	252
Latin American .....	198	History of Philosophy .....	253
Near Eastern .....	199	Logic .....	254
Russian.....	200	Metaphysics .....	255
South Asian .....	201	Non-Western Philosophy .....	256
Humanities .....	202	Religion	
Interdisciplinary		Comparative Religion.....	257
African Studies.....	203	History of Religion.....	258
American Studies .....	204	Non-Western Religion .....	259
Area Studies.....	205	Philosophy of Religion .....	260
Asian Studies .....	206	Social Science	
Classics .....	207	American Government.....	261
Folklore/Folklife .....	208	Economics.....	262
History/Philosophy of Science,		Geography.....	263
Technology or Medicine.....	209	International Studies.....	264
International Studies .....	210	Political Science.....	265
Labor Studies.....	211	Psychology .....	266
Latin American Studies.....	212	Public Administration.....	267
Medieval Studies.....	213	Sociology .....	268
Regional Studies.....	214	Other .....	269
Renaissance Studies.....	215	<b>HEALTH RELATED</b>	
Rural Studies.....	216	Dental .....	270
Urban Studies.....	217	Medicine .....	271
Western Civilization.....	218	Nursing.....	272
Women's Studies .....	219	Pharmacy .....	273
Languages		Communications Disorders	
Ancient .....	220	Speech Language Pathology .....	279
Asian .....	221	Audiology .....	280
Classical.....	222	Physical Therapy.....	285
Comparative .....	223	Special Education.....	292
English.....	224	<b>BUSINESS AND MANAGEMENT</b>	
French.....	225	Accounting Information Systems.....	274
German .....	226	Management Organizations.....	275
Italian.....	227	Marketing Sciences .....	276
Latin American .....	228	Financial Analysis.....	277
Near Eastern .....	229	Economic Development .....	278



## **PROPOSAL FORMS**

Checklist for Proposal Submission .....	10
FORM A: Cover Sheet for Proposals.....	11
FORM B: Summary Proposal Budget.....	12
FORM C: Institutional and Other Sector Support Form .....	15
FORM D: Current and Pending Support Form .....	16
FORM E: Eligibility Requirement Sheet .....	17
NOTICE OF INTENT FORM.....	18
SUGGESTED REVIEWER LIST .....	19

**Research Center Grant Program (RCGP)  
FY XXXX**

**Required Proposal Elements Checklist**

_____	SBOE Cover Page
_____	Number of Copies (14, one w/ original signatures)
_____	Table of Contents
_____	Tenure Track Faculty
_____	Double spaced, 12 point font, with 1 inch margin at top
_____	Executive Summary (up to 6 pages)
_____	Description of the Focus, Research Plans, and Relevance (up to 40 pages, excluding references)
_____	Education and Outreach (up to 5 pages)
_____	Rationale for the Center (up to 6 pages)
_____	Management Plan (up to 4 pages)
_____	Budget (3 year budget & separate annual budgets for each year)
_____	Institutional and Other Sector Support (5 pages)
_____	Facilities and Equipment (4 pages)
_____	Biographical sketches of co-PI's, Full c.v. of Center Director
_____	Current & Pending for senior personnel
_____	Eligibility Requirement sheet

**FORM A**

**PROP #** *(assigned by sboc)*

**STATE BOARD OF EDUCATION  
Cover Sheet for Research Center Grant Proposals**

TITLE OF PROJECT:

SPECIFIC PROJECT FOCUS:

FIELD NAME(S) AND CODE NUMBER: *see list*

AMOUNT REQUESTED: *(round to the nearest hundred dollars)*

NAME OF INSTITUTION:

DEPARTMENT:

ADDRESS:

EMAIL:

PHONE:

NAME	TITLE	SIGNATURE
<b>PI</b>		
<b>CO-PI</b>		
<b>CO-PI</b>		
<b>CO-PI</b>		
<b>CO-PI</b>		
<b>CO-PI</b>		

**AUTHORIZING SIGNATURE**

NAME	TITLE	SIGNATURE
	Research Officer	
	Academic Vice President	
	Financial Vice President	
	President	

**SUMMARY PROPOSAL BUDGET**

<b>A. SENIOR PERSONNEL</b>						Number of Months	
Name / Title	Rate of Pay	CAL	ACA	SUM	\$ AMOUNT		
<b>% OF THE TOTAL BUDGET:</b>				<b>SUBTOTAL:</b>			
<b>B. VISITING PROFESSORS</b>						Number of Months	
Name / Title	Rate of Pay	CAL	ACA	SUM	\$ AMOUNT		
<b>% OF THE TOTAL BUDGET:</b>				<b>SUBTOTAL:</b>			
<b>C. POST DOCTORAL ASSOCIATES/OTHER PROFESSIONALS</b>						Number of Months	
Name / Title	Rate of Pay	CAL	ACA	SUM	\$ AMOUNT		
<b>% OF THE TOTAL BUDGET:</b>				<b>SUBTOTAL:</b>			
<b>D. GRADUATE / UNDERGRADUATE STUDENTS</b>						Number of Months	
Name / Title	Rate of Pay	CAL	ACA	SUM	\$ AMOUNT		
<b>% OF THE TOTAL BUDGET:</b>				<b>SUBTOTAL:</b>			

<b>E. FRINGE BENEFITS</b>						
Rate of Pay (%)			Salary Base			\$ AMOUNT
<b>SUBTOTAL:</b>						
<b>F. EQUIPMENT</b> (List each item with a cost in excess of \$1000)						
Item / Description						\$ AMOUNT
<b>SUBTOTAL:</b>						
<b>G. TRAVEL</b>						
Dates of Travel	No. of Persons	Total Days	Transportation	Lodging	Per Diem	\$ AMOUNT
<b>SUBTOTAL:</b>						
<b>H. PARTICIPANT SUPPORT COSTS:</b>						\$ AMOUNT
1. Stipends						
2. Travel (other than listed in G.)						
3. Subsistence						
4. Other						
<b>SUBTOTAL:</b>						

<b>I. OTHER DIRECT COSTS:</b>					<b>\$ AMOUNT</b>
1. Materials & Supplies					
2. Publication Costs / Page Charges					
3. Consultant Services (include travel expenses)					
4. Computer Services					
5. Subcontracts					
6. Other (specify nature & breakdown if over \$1000)					
<b>SUBTOTAL:</b>					
<b>J. TOTAL COSTS: (Add subtotals, sections A through I)</b>					
<b>TOTAL:</b>					
<b>K. AMOUNT REQUESTED:</b>					
<b>TOTAL:</b>					

<b>PI Signature:</b>	<b>Date</b>
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**FORM C**

<b>INSTITUTIONAL AND OTHER SECTOR SUPPORT</b> (add additional pages as necessary)	
<b>A. INSTITUTIONAL / OTHER SECTOR DOLLARS</b>	
Source / Description	Amount
<b>B. FACULTY / STAFF POSITIONS</b>	
Description	
<b>C. CAPITAL EQUIPMENT</b>	
Description	
<b>D. FACILITIES &amp; INSTRUMENTATION</b>	
Description	

**FORM D****CURRENT & PENDING SUPPORT**

The following information should be provided for each investigator and other senior personnel. Use additional sheets as necessary.

**Name of Investigator:** \_\_\_\_\_

**CURRENT SUPPORT**

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

**PROPOSALS PENDING**

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

**PROPOSALS PLANNED FOR SUBMISSION IN THE NEAR FUTURE**

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

**TRANSFER OF SUPPORT** If this project has been funded by another agency, please list information for immediately preceding funding period.

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

**OTHER AGENCIES TO WHICH THIS PROPOSAL HAS BEEN / WILL BE SUBMITTED**

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	



**ELIGIBILITY REQUIREMENT SHEET**

The following must be completed in full to comply with the Research Center Grant Program (RCGP) Eligibility Requirements. It is the policy of the Higher Education Research Council to declare any research center that receives one million dollars or greater per three investigators for each of the past three years be ineligible for the RCGP competition.

Please list the names of the Center Director and all other investigators at the proposed State Board of Education Research Center. Next to each name, include the total amount of research funding received, from all sources, for the year specified.

<b>Investigators</b>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**NOTICE OF INTENT**  
**To Submit an SBOE Research Center Grant Proposal for FYXX**

**Name of Center:**

**Name of Campus:**

**Names of Proposers:**

**Institutional Entities/Departments:**

**Names of Other Cooperating Entities/Collaborators:**

**Intended Research Focus:**

## LIST OF SUGGESTED REVIEWERS

(Attach to original proposal only)

Please list contact information of five potential reviewers. Potential reviewers must reside and work outside the state of Idaho, and should be experts in your field with national prominence and experience. Only one person per institution/organization will be eligible to review. Please include e-mail addresses if available. If there are any individuals that you prefer not review this proposal, please list them at the bottom of this sheet.

**DO NOT:**

- **Contact these people or they will be disqualified from reviewing.**
- **Include co-publishers within the last five years, your dissertation advisor, a business or financial partner, or others with whom you have had a close working relationship.**

**Reviewers should have expertise in the area(s) of:**

1.	Name:	4.	Name:
	Institution:		Institution:
	Address:		Address:
	Phone:		Phone:
	Email:		Email:
2.	Name:	5.	Name:
	Institution:		Institution:
	Address:		Address:
	Phone:		Phone:
	Email:		Email:
3.	Name:	Please list those individuals that you prefer NOT review this proposal (name & institution)	
	Institution:		
	Address:		
	Phone:		
	Email:		